



BID SOLICITATION

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 2/1/2005 - 3/31/2007

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O
ELDERLY AFFAIRS
DEA MAIN OFFICE
BENJAMIN RUSH BLDG #55
JOHN O PASTORE CTR
35 HOWARD AVE
CRANSTON RI 02920

BID NUMBER: B04712
TITLE: POCKET MANUAL OF ELDER SVCS.
BID OPENING DATE AND TIME:
02/07/2005 1:40 PM

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O
ELDERLY AFFAIRS
DEA FINANCE OFFICE
BENJAMIN RUSH BLDG #55, BASEMENT
JOHN O PASTORE CENTER
35 HOWARD AVE
CRANSTON RI 02921

Requisition Number(s): R78A052378

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENT: 02/01/05 - 03/31/07 POCKET MANUAL OF ELDER SERVICES FOR THE DEPARTMENT OF ELDERLY AFFAIRS FOR A 3 YEAR PERIOD				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

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	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>POCKET MANUAL TO BE TRIMMED EXACTLY TO FOUR INCHES(4") BY SIX AND ONE-HALF INCHES(6.5") FINAL SIZE</p> <p>DEA WILL PROVIDE CAMERA-READY, HARD COPY OF TEXT AND ARTWORK FOR REDUCTION/ENLARGEMENT BY PRINTER. DEA WILL ALSO PROVIDE COPY AND ART ON IBM DISK, ADOBE PAGEMAKER 7.0 AND TWO PAGES USINGMICROSOFT EXCEL. POCKET MANUAL WILL CONTAIN 20 SHEETS, TRIMMED TO FOUR INCHES (4") BY SIX AND ONE-HALF INCHES(6.5") FINAL SIZE.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>POCKET MANUAL TO BE PRINTED ON BOTH SIDES OF PAPER USING BLACK INK ON 50# OPAQUE WHITE STOCK, OR EQUIVALENT STOCK APPROVED BY DEA. THE FINAL PAGE COUNT FOR THE POCKET MANUAL IS 80 PAGES.</p> <p>THE POCKET MANUAL WILL CONTAIN ONE NON-COATED, COLOR COVER STOCK FOR BOOKLET COVER , PRINTED ON BOTH SIDES, BLACK INK. COLOR OF STOCK TO BE DETERMINED BY AND APPROVED BY DEA</p> <p>THE POCKET MANUAL WILL HAVE ONE FOLD AT THE CENTER AND TWO (2) CENTER STAPLES ARE REQUIRED.</p> <p>THE PRINTER IS REQUIRED TO PROVIDE A PROOF OF THE POCKET MANUAL TO DEA FOR FINAL APPROVAL PRIOR TO PRINTING. THE PRINTER WILL BE RESPONSIBLE FOR MAKING FINAL CORRECTIONS IN THE POCKET MANUAL PRIOR TO PRINTING AS DIRECTED BY DEA.</p>				

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Page 5 of 6
Printed: 1/19/2005

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Requisition Number(s): R78A052378

Item	Class-Item	Quantity	Unit	Unit Price	Total
	INSIDE DELIVERY TO A STORAGE AREA DESIGNATED BY DEA IS REQUIRED, DELIVERY WILL BE TO THE RHODE ISLAND DEPARTMENT OF ELDERLY AFFAIRS, John O. Pastore Center, Benjamin Rush Building, #55, 35 Howard Ave, Cranston, RI 02920. DURING THE HOURS OF 9:00AM TO 3:00PM MONDAY-FRIDAY, AS ARRANGED MUTUALLY BY PRINTER AND DEA.				
	DELIVERY OF THE POCKET MANUAL OF ELDER SERVICES TO DEA IS REQUIRED WITHIN FOUR (4) WEEKS OF PRINTER'S RECEIPT OF ALL DISKS AND RELATED MATERIALS NECESSARY FOR PUBLICATION.				
1.0	715-47 POCKET MANUEL FOR 2005	50.00	M		
2.0	715-47 POCKET MAUAL FOR 2006	50.00	M		
3.0	715-47 POCKET MANUEL FOR 2007	50.00	M		
	CONTACT PERSON: LARRY GRIMALDI (401) 462-0509				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	

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REQUEST FOR BIDS
2005 Pocket Manual of Elder Services
Rhode Island Department of Elderly Affairs.

- Printing, trimming, binding, and delivery of 50,000 copies of the *2005 Pocket Manual of Elder Services* for the Rhode Island Department of Elderly Affairs (DEA), John O. Pastore Center, Benjamin Rush-Building #55, 35 Howard Avenue, Cranston, RI 02920.
- DEA will provide camera-ready hard copy of text and line art for reduction and/or enlargement of *Pocket Manual* by printer. DEA will also provide text and line art for *Pocket Manual* on disk using an Adobe PageMaker 7.0, PC format. Two (2) pages of the *Pocket Manual* will be provided on a disk using Microsoft Excel.
- The *Pocket Manual* will contain 20 sheets, trimmed **EXACTLY** to a four (4) inch by six and one-half (6.5) inch final booklet size. The *Pocket Manual* will contain a total of 80 text pages.
- The *Pocket Manual* will be printed on both sides of 50# opaque white paper, black ink, or equivalent stock as approved by DEA.
- The *Pocket Manual* will contain one non-coated cover stock for booklet cover. The booklet cover will be printed on one side only, in black ink. The color of this stock will be selected and approved by DEA.
- The *Pocket Manual* will have one fold in the center of the page and two (2) center staples are required for each booklet.
- The printer is required to submit a proof to DEA for final approval before printing.
- Printer will be responsible for making final corrections in the *Pocket Manual* prior to printing as directed by DEA after review of the proof. Printers are advised to make provisions in their bid to make these final corrections. **DEA will not be responsible for additional charges based on these final corrections.**
- **INSIDE DELIVERY TO A STORAGE AREA AS DESIGNATED AND DIRECTED BY DEA IS REQUIRED.** The Rhode Island Department of Elderly Affairs (DEA) is located in the John O. Pastore Center, Benjamin Rush-Building #55, 35 Howard Avenue, Cranston, RI 02920. **DEA cannot accommodate skid deliveries.**
- Delivery of the *Pocket Manual* to DEA is required with four (4) weeks of printer's receipt of all disks and related materials necessary for publication.

REQUEST FOR BIDS:

2005 Pocket Manual of Elder Services

Rhode Island Department of Elderly Affairs (Page 2)

- The printer must notify Larry Grimaldi, Chief of Information and Public Relations, DEA, within five (5) working days of their selection as the vendor for the *Pocket Manual* at 401-462-0509, 401-462-0503 (FAX), or by e-mail at larry@dea.state.ri.us.
- Printer is required to notify DEA of delivery date of 2005 *Pocket Manual*.
- For more information or a sample of the *Pocket Manual*, please contact Larry Grimaldi.